

MOTION BY SUPERVISOR KNABE

At budget deliberations held June 21, 1999, the Board received recommendations from the Chief Administrative office (CAO) that the Office of Small Business (OSB) be moved from the Community Development Commission (CDC) to the Internal Services Department (ISD), the County's Purchasing Agent. Based on subsequent meetings with the CAO, ISD, and the CDC, it was recommended that incremental movement occur. Since then, only the management information portion of the OSB was transferred to ISD.

The OSB's \$600,000 budget is funded by the United States Department of Defense (DOD) to operate as the County Procurement Technical Assistance Center (PTAC). The balance of the OSB's funding is included within ISD's Operating Budget.

The Los Angeles County Small Business Commission (SBC) Strategic Plan, formalized in September 2003, has made the following recommendation: "In addition, given the strategic emphasis on helping small businesses do business with the County,

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consideration will be given to moving OSB to a location more directly related to County procurement policy issues.”

Since the issue was first addressed in 1999, ISD has developed a Vendor Relations function, established a “How to Do Business With the County” web site, developed County-wide contracting procedures and training, assumed responsibility for reporting on the small business preference program, created web based vendor registration and developed and delivered training on this program to County departments. These actions, coupled with ISD’s role as the County’s purchasing agent has created commonality in small business functions and objectives served by both ISD and OSB. This move will also enable greater County small business outreach efforts.

ISD is the current primary source of OSB funding, has space available, and can accommodate the staff.

I THERFORE, move that the Board of Supervisors direct the CAO, Director of Personnel, and Internal Services Department to initiate the required budgetary transfers, with no increase to Net County Cost, to move the OSB to ISD:

1. The OSB staff will be moved permanently to ISD;
2. The OSB will keep its name;
3. The transition will be made 120 days after Board approval;
4. Appropriate actions will be accomplished to ensure each employee’s eligibility and continuity in either CDC’s or the County’s retirement plans.

